

TOWN OF ACTON SELECT BOARD MEETING

August 10, 2022

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. WARRANTS/BILLS: Signed

3. **APPROVAL OF AGENDA: A motion was made by David Winchell Jr. to approve the agenda. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.**

4. **MINUTES OF LAST MEETING: A motion was made by Kimberly Stacey-Horn to approve the minutes of August 3, 2022. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**

5. TOWN ADMINISTRATOR WEEKLY UPDATE

- The Town Audit will be done from August 30 to September 2, 2022. Karen, from HRH Smith will be at the Town Office on August 15, 2022 to provide support. Tom McGurty inquired if the Town was involved in the School Audit process. The Town Administrator replied that in the past, the Treasurer had no role in the School Audit that she was aware of.
- The Rec Director asked the Select Board to nominate another member to the Rec. Committee. There are currently eight members and the Director on the Committee. The Select Board stated that the Committee should limit members and use other interested parties as volunteers.
- The Saco River Commission sent copies of permits to the Town Administrator regarding a septic system and a driveway paving project.
- The Town Hall siding has been completed. The Town Administrator reported that it was a good company to work with. Tom Asked if there was some solution that could be used to wash the existing siding and the Town Administrator replied she would ask.
- The Town Administrator stated that the Town website should be updated. There are funds available in the technology line. The Town Administrator asked if Dan Krampetz, APAT assistant, could be hired, at an hourly rate to write an RFP/Bid to expedite getting a new website. He currently edits and uploads the weekly videos. The Select Board would like him to submit a proposal for the work.
- Heidi Barker asked the Town Administrator if an organic food truck could use the Town Office parking lot, once a month, to distribute ordered foods. After discussion regarding liability, and setting a precedent, the Select Board agreed to deny this request.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

7. LIASION UPDATES

Tom

Warrant & Finance Committee and Capital Improvement: Tom met with the Chairs
Transfer Station: Tom met with Robin and discussed a personnel matter
Fire Department

Kim

Recreational Committee: Kim is working with Sam
School and Cemetery Committee have not met
APAT: Kim will meet with Mike next week

David

Roads & Road Committee: Have not met
Code Enforcement and Land Use: David met with Jason regarding the Secretary position

Mary Grant Committee: Will meet on August 28, 2022

Conservation / Forest Committee: David met with the Committee and the Committee wants to update the website page and provide a description of what the committee does and what they have done, what are the goals, and write an ordinance to define their role including a job description.

8. OLD BUSINESS

A. CEO Complaint/Inquiry Form: Reviewed and will be amended to include physical address on the form

B. CEO Policy: Reviewed and will be amended to include correspondence including letter, email, or the form. A follow-up acknowledgement of receipt would be sent with- in 5 days.

C. Open Roofing Bids: Two bids were received.

- Precision Roofing: \$14,000
- Scott's Roofing: \$ 32,900

The Town Administrator will meet with the Code Enforcement Officer to discuss the particulars of each submitted bid.

9. NEW BUSINESS

A. Appointment:

A motion was made by David Winchell Jr. to appoint Susan Doyle to the Cemetery Committee until 6/30/2023. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

B. Fire Chief Search:

The search for a Fire Chief is outlined in an Ordinance and the process lays out a specific plan. The Town Administrator will begin to advertise the position.

C. North Star Planning Agreement / First Reading:

The Code Enforcement Office uses this company. There is a minimal cost increase. David Winchell Jr. will speak with Jason regarding continuing this matter.

D. Sand Bid 2022-2023:

Will Langley and Adam Doliber state that the Town needs more sand, up to 5000 yards of 3/8 inch screened winter sand. They also requested that Curtis Sand and Gravel and North East Redimix be included in the bid request mailing.

E. Executive Session 405 6 A. 1 Personnel Matter - Land Use Secretary:

A motion was made by David Winchell Jr. to go into Executive Session. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

A motion was made by David Winchell Jr. to come out of Executive Session. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

Tom McGurty reported that Candidate A has withdrawn her bid for the position.

The position may be changed to accommodate other needs in the Town Hall. An Executive Session will be held on August 17, 2022 to further discuss the matter.

10. PUBLIC COMMENT: None

11. PENDING:

A. Town Hall Water RFP - *August 17, 2022*

B. Town Report Letters due - *August 19, 2022*

C. New Bridge Fence - *Awaiting Owner Signature*: Adam Doliber will meet with the citizen.

D. Rec. Parking Lot - *Awaiting Driveway Permit*: Kimberly Stacey-Horn has mailed the application to the State. David Winchell Jr. stated that perhaps a site engineer should be engaged for this project. Tom McGurty stated that an RFP is required to determine qualifications. He wondered if surrounding towns have any recommendations for a site engineer.

12. ANNOUNCEMENTS

- August 17, 2022 Select Board 6:00pm / Public Hearing Re: Town Meeting Vote
- August 18, 2022 Planning Board 6:00pm
- August 21, 2022 Rec Committee 9:00am
- August 22, 2022 W/F Committee 6:00pm
- August 28, 2022 Mary Grant Committee 2:00pm
- August 31, 2022 Select Board 6:00pm

13. MEMBERS PRESENT: Tom McGurty, David Winchell Jr., Kimberly Stacey-Horn

14. ATTENDANCE: Will Langley, Adam Doliber, Robin Ham, Dennis Long, Joyce Baski, Rollin Waterhouse